

**Town of
New Marlborough Board of Assessors
June 21, 2010**

Members Present: Marsha A. Pshenishny, Chairman, Wendy Miller, and Freddie Friedman

The meeting was called to order at 7:15 p.m.

The following business was reviewed and discussed:

The minutes of the Board of Assessor's Meetings for Monday, June 7, 2010 were reviewed and approved.

Marsha distributed to the Board members a memo from the Accounting Officer, Tara White, dated 05/17/2010 describing procedures to be followed for payment of invoices and bills. Additionally, Record Management Tips from the Town Clerk's Office were distributed. (Copies of each are attached)

Marsha informed the Board that the 2010 building permits have been received and she will commence recording of those permits.

At the last meeting of the Board of Assessors three (3) excise commitments were signed. These bills are expected to be sent out tomorrow, Tuesday, June 22, 2010.

Next meeting will be held Monday, July 6, 2010 at 7:00p.m. There being no further business the meeting was adjourned at 8:30p.m.

Respectfully submitted,

Wendy W. Miller

Wendy W. Miller, Secretary